



Frederick County Board of Elections

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MINUTES of the September 1, 2021 Meeting of The Frederick County Board of Elections

The meeting was called to order at 2:00 PM, via video and teleconference by the Board President, Mrs. Mary Lou Green.

PRESENT:

Mary Lou Green, President

Shirley McDonald, Vice President

Lawrence C. Hill, Secretary

Mary Costello, Board Member

William Woodcock, Board Member

Daniel B. Loftus, Board Counsel

Barbara Wagner, Interim Election Director

Christine Winer, Election Supervisor

Clifton Mowell, Election IT Specialist

Marc R. Welch, Election Program Assistant

MC Keegan-Ayer, County Council President

NEW EMPLOYEE INTRODUCTION:

Mrs. Wagner introduced Theresa Church, Election Program Training Coordinator. Mrs. Church will assist with developing and delivering election judge training.

APPROVAL OF MINUTES:

Mrs. McDonald made a motion to accept the August 4, 2021 meeting minutes. Mr. Hill seconded and the motion passed unanimously.

COUNCIL:

Mrs. Keegan-Ayer updated the Board on the efforts of the Redistricting Commission meeting. Council will begin work on proposals for the County's legislative package in September.

The Board discussed the Council Liaison's report.

ELECTION DIRECTOR'S REPORT

Mrs. Wagner provided a written copy of the Election Director's report, and provided an overview of the contents of the report. She gave additional information about the County Redistricting Committee meeting held on Monday, August 30. The next committee meeting will be on September 27, 2021.

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OLD BUSINESS:

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A. FY22 BUDGET UPDATE

Mrs. Wagner updated the Board on the current budget.

Mr. Woodcock joined at 2:19 PM.

B. BYLAW CHANGE

Mr. Loftus provided an overview of a Bylaws amendment to revise the meeting time to 2:00 PM from 12:30 PM on the first Wednesday of the month. Mr. Hill made a motion to adopt the amendment. Mrs. Costello seconded the motion and it passed unanimously.

C. CITY OF FREDERICK ELECTION

Mrs. Wagner updated the Board on the progress of the City Election. Approximately 1200 ballots have been received via drop box and mail. Election Judge training is underway, and nearly complete.

D. CANDIDATE FILINGS

Ms. Winer updated the Board on candidate filings. There are 17 candidate filed so far. One additional candidate has pre-filed, and Ms. Winer is waiting to receive the filing fee to complete the process. Pre-filing has streamlined the process as candidates can receive the documents, complete the materials, and return to the office via email. The candidate would then come to the office to pay the filing fee, and sign the candidate documents. The Board discussed the pre-filing process.

E. MAEO CONFERNECE REPORT-OUT

Mr. Mowell updated the Board on the breakout session on election judge training. The program discussed best practices for training election judges, along with tips to improve presentation skills. He also provided information on various election security presentations. The discussion covered ransomware, phishing, and other security concerns.

Mr. Welch discussed the information presented in the MAEO breakout session that covered the potential National Federation of the Blind settlement. He provided an overview of the expected impacts on planning, equipment allocation, and the impact on warehouse, office, and polling place space. He also discussed the Innovations in Elections session on managing and updating the website.

Mr. Hill discussed a session about how the Board can better support the Election Director. He also mentioned highlights from other sessions.

Mrs. McDonald provided an overview about a Board member session on some timesaving processes as relating to the Board meeting. She also shared other ways the Board can help out during canvass and other busier times.

Mr. Loftus commented on the attorney's breakout session and provided an overview on the personnel issues discussed.

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NEW BUSINESS:

A. THURMONT MUNICIPAL ELECTION

Thurmont's election is coming up October 26, 2021. We will provide three DS-200 scanners. Staff will develop ballot.

B. OTHER

Mrs. Wagner advised the Board due to inclement weather caused by the remains of Hurricane Ida, staff will work from home for the rest of the day (Wednesday, September 1), and on Thursday, September 2, 2021.

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NEXT MEETING:

The Board agreed to hold its next meeting October 6, 2021 at 2:00 PM.

EXECUTIVE SESSION SUMMARY:

At 3:00 PM, Mrs. Wagner requested the Board adjourn the public meeting and proceed to Executive Session. This action is in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section 3-305. This session discussed the following subsections under this provision:

- 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.
- 3-305(b)(7) to consult with counsel to obtain legal advice.

Mr. Woodcock made a motion to proceed to executive session. Mrs. Costello seconded, and the motion passed unanimously.

The Board recessed briefly and reconvened in executive session at 3:09 PM.

During the September 1, 2021 executive session, the Board discussed the following matters:

1. Approval of the previous executive session meeting minutes.
2. Permanent Election Director hiring process.
3. The Interim Director discussed an office personnel matter.
An update on a public information request.

Mrs. Costello made a motion to adjourn the meeting. Mr. Woodcock seconded, and the motion passed unanimously. The meeting adjourned at 4:00 PM.

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On September 28, 2021 at 9:00 AM, the Frederick County Board of Elections met in Executive Session in room 119 at the Board office. This action was in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section 3-305. The session discussed the following subsections under this provision:

- 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.
- 3-305(b)(7) to consult with counsel to obtain legal advice.

Mrs. McDonald made a motion to begin the executive session, Mrs. Costello seconded, and the motion passed unanimously.

During the executive session, the Board discussed the following matters:

1. The Interim Director and Board discussed an office personnel matter.
2. Interview process for the permanent Election Director position.

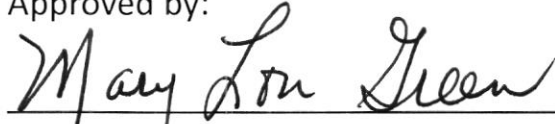
At 10:25 AM, Bill woodcock made a motion to adjourn the executive session, Mary Lou Green seconded, and the motion passed unanimously.

Respectfully submitted,



Marc R. Welch, CERA
Election Program Assistant II

Approved by:



Mary Lou Green, Board President

10/14/21

Date